



Indiana Department of Education

151 West Ohio Street
Indianapolis, Indiana 46204

MEMORANDUM

TO: State Board of Education

FROM: Jeff Zaring, State Board Administrator

DATE: March 30, 2010

SUBJECT: Accountability

We will discuss the following accountability topics:

- (1) NCLB Accountability Workbook Amendment Request – We had conversations with the US Department of Education both about our AYP and graduation rate submissions. We may have approval by the April 7 meeting.
- (2) Technical Assistance Update – All visits have been conducted. Follow up letters and requests for information have been sent. (See attached.) School corporations are requested to submit work plans no later than April 23 (early visits) or April 30 (later visits). One follow up meeting has been conducted; one is scheduled.
- (3) Schedule for AYP and P.L. 221 accountability determinations.



Indiana Department of Education

151 West Ohio Street
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[DATE]

[TITLE] [NAME], Superintendent
[SCHOOL CORPORATION]
[ADDRESS]
[CITY], IN [ZIP]

Dear [TITLE] [LAST NAME]:

Thank you for meeting with our State Board and Department of Education team. As you develop your work plan in preparation for a Memorandum of Agreement (MOA), please submit your answers and documentation (as described below) to my office by April XX, 2010. If you have compelling reasons why you cannot or should not address a particular area, please present those reasons.

FOLLOW UP QUESTIONS

1. Work Plan Template – How will you organize your work plan? In addition to the questions outlined below, remember that the work plan must clearly address each of the *must do's* and *may do's* outlined in the agenda during our meeting. Within the work plan, IDOE will also be interested in deliverables, timelines, and person(s) responsible.
2. Independent Evaluations – Are there any obstacles to IDOE conducting an independent evaluation for all teachers and leaders at the School(s)? If so, explain how the Corporation plans to overcome these obstacles (*Note: Independent evaluations conducted by IDOE will be a required component of the MOA*).
3. Financial analysis – Are Corporation expenditures maximizing value and minimizing waste? Compared to other schools in the Corporation, does the current level of financial support to the School(s) reflect a heightened sense of urgency? (*Note: An independent financial analysis conducted by IDOE will be a required component of the MOA*).
4. Principal Replacement – Describe the process and protocol for replacement of the principal who led the School(s) during the technical assistance team visit. Please provide clear documentation, including the search for candidates both within and outside the Corporation as well as data supporting the selection of the new principal(s) and how the new principal(s) skills align with the turnaround needs of the school.
5. Autonomy – What flexibilities and autonomies will the new principal(s) be given? Will the principal be free from collective bargaining restraints?
6. Teacher Selection – Describe the process and protocol for identification, recruitment, and selection for teachers at the School(s). Explain how these protocols and processes are different than those for other schools in the Corporation, how they align with the turnaround needs of the School(s), and how they ensure that the most effective teachers (from inside and outside Corporation) are being selected to work in the School(s).

7. External Collaborative Partner – What will be the nature, scope, and intensity of the School(s) work with your prospective collaborative partner? Please submit data and evidence of the proposed partner's effectiveness working with turnaround schools.
8. Compensation – What alternative compensation options will be implemented?
9. Professional Development – What is your professional development plan? What are the measurable goals and outcomes?
10. Effect on Other Schools – How will the staffing of the School(s) impact staffing selections across the Corporation?
11. Focus on Turnaround – How will your Corporation reallocate resources in order to prioritize the turnaround needs of the School(s)?
12. Regulation – What state laws, rules, and policies interfere with your plans? Please be specific.

REQUESTED DOCUMENTS

- A complete copy of the Corporation's collective bargaining agreement (CBA)
- An audit of the CBA, highlighting key obstacles to be addressed
- A complete copy of the Corporation and school budget
- A list of administrative (e.g. central office) personnel responsible for supporting the School(s)
- The teacher evaluation form used at the School(s)
- The principal evaluation form used at the School(s)
- The most recent evaluation for the principal at the School(s)
- The most recent evaluation for other administrators at the School(s)
- The organizational chart for the School(s)
- A complete staff roster for the School(s) including assignment and years taught for each teacher
- A work plan template (see follow-up questions)
- A copy of the School's professional development plan (see follow-up questions)

This list represents our initial inquiry. We may have further questions and requests for documentation based on your response.

Please contact me at 317-232-6622 or jzaring@doe.in.gov if you have any questions.

Sincerely,

Jeffery P. Zaring
Chief of Results and Reform



Indiana Department of Education

151 West Ohio Street
Indianapolis, Indiana 46204

Memorandum of Agreement (MOA) Planning Meeting AGENDA March 2010

1. Introduction and Overview Dr. Tony Bennett
2. Goals and Objectives Jeff Zaring
3. Corporation Responsibilities¹ Dale Chu
4. Funding Agreement and Regulatory Relief Jeff Zaring
5. Next Steps

¹ See attached list of responsibilities. Note that the Section 1003(g) School Improvement Grant is not available to all schools.

Corporation Responsibilities

#	Task	Must do M	May do M	Notes
11	Apply to DOE for a School Improvement Grant and a 3-year or 5-year condition of funding agreement for a 3-year or 5-year improvement plan.	XX	X	X
XX	Work with DOE to develop a plan for the school and the district to improve the quality of the education and the health of the community.	WV	W	W
kW	Work with DOE to develop a plan for the school and the district to improve the quality of the education and the health of the community.	WV	W	W
44	Grants for the school and the district to improve the quality of the education and the health of the community.	44	4	4
54	Ensure that the school and the district are in compliance with the requirements of the law.	44	4	4
64	Assess the school and the district to determine the needs of the students and the community.	44	4	4
77	Use the school and the district to improve the quality of the education and the health of the community.	77	7	7
88	5 school improvement grants for the school and the district to improve the quality of the education and the health of the community.	-	-	-
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